

Job Opportunity Bulletin

Post Date: December 9, 2016

COMMUNITY PROGRAM SPECIALIST II

Salary Ranges: \$4,600 - \$5,758
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

Will also consider candidates from the **Associate Governmental Program Analyst** eligibility list; however, the class will be a CPS II.

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **473-450-8352-102**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov

The Community Program Specialist II (CPS II) functions as a journey-level program specialist in coordinating activities, providing technical assistance, and using effective research skills to perform a variety of analytical tasks related to the State's efforts to comply with the Centers for Medicare & Medicaid Services' new regulations for Medicaid-eligible home and community-based services settings and development of the Self-Determination Program. The CPS II may act as lead on a variety of projects involving interagency activities and stakeholder groups.

For complete duties, please see the duty statement on the following page.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ The California Developmental Disabilities Service system and Regional Center service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficiency in Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include on your application the **position #473-450-8352-102** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification. Candidates using their AGPA eligibility must meet the MQs for both classifications.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF FEDERAL PROGRAMS & FISCAL SUPPORT**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 473-450-8352-102

POSITION DESCRIPTION: The Community Program Specialist II (CPS II) functions as a journey-level program specialist in coordinating activities, providing technical assistance, and using effective research skills to perform a variety of analytical tasks related to the State's efforts to comply with the Centers for Medicare & Medicaid Services' (CMS) new regulations for Medicaid-eligible home and community-based services (HCBS) settings and development of the Self-Determination Program (SDP). The CPS II may act as lead on a variety of projects involving interagency activities and stakeholder groups.

SUPERVISION EXERCISED: May act as the staff lead on various projects.

SUPERVISION RECEIVED: Reports to and is under the general direction of the Community Program Specialist III in the Office of Federal Programs & Fiscal Support.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 25% Work with stakeholders on defining/identifying new service models or potential changes to existing models and develop recommendations for changes to statute, regulations, policies and protocols to bring State standards and HCBS settings into compliance. Draft potential changes to statute, regulations, and policies, and develop required waiver and state plan amendments.
- 25% Finalize all reports concerning assessments of statute, regulations, policies/protocols, and DDS-specific tools for provider self-surveys and on-site assessments. Develop informational and training materials for provider self-surveys; coordinate process for completion/ submission of provider self-surveys and on-site assessments. Establish the processes for on-site assessments and for identifying settings "presumed to be institutional" per CMS Guidance, and coordinate training and formation of monitoring teams. Ensure that SDP services meet HCBS settings rules, and assist with SDP development and implementation.
- 20% Maintain communication with all stakeholders, including state departments (e.g., Departments of Health Care Services, Social Services, and Finance), regional centers, DDS work groups/subgroups, internal teams, service providers, consumers and families. Develop informational materials and conduct training for regional centers, stakeholders, service providers, and consumers and families, and maintain/update Internet, as needed.

Essential Job Functions (cont'd):

20% Draft Department-Specific Transition Plans for the 1915(c) HCBS Waiver and the 1915(i) State Plan and work with DHCS to incorporate the Transition Plans, and all subsequent DDS-specific plans into the Statewide Transition Plan. Conduct public comment process for development/submission of the Transition Plans, and incorporate any changes made as a result of public comments. Respond to CMS' requests for clarifications and changes to the Transition Plans.

Marginal Job Functions:

10% Collect and maintain data regarding provider self-surveys and on-site assessments. Develop and produce reports, as required, for executive management, stakeholders, and CMS.

WORKING CONDITIONS: Work is performed in an open-spaced, partitioned office environment. Working on a personal computer 50% to 75% of total office time. Some statewide travel may be required.

DESIRABLE QUALIFICATIONS:

The Lanterman Act and developmental services system; applicable state and federal laws, policies, and regulations; HCBS Waivers, State Plan, and CMS' new regulations for HCBS; processes of community and group interaction in developmental disabilities planning procedures; and current trends in developmental disabilities, public health, and public welfare.

Evaluate and assist community programs in compliance with new HCBS rules; develop cooperative and harmonious relationships with departments, regional centers, service providers, consumers, families and other stakeholders; analyze and review state laws, regulations, and policies; work with professional personnel in the field relating to developmental disabilities professions in coordinating and developing services for persons with special developmental needs; analyze situations accurately and take effective action; communicate effectively both verbally and in writing.

CERTIFICATION OR LICENSE: None.